

## ACT 2013 Test Administration Training Webcast and Q&A Sessions

**Overview:** In preparation for the spring 2013 administration of ACT State Testing, the pre-recorded Test Administration Training Webcast is now available for Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators. In addition to the webcast, you are invited to attend a Question and Answer (Q&A) session to address any questions you may have regarding administration of the test. Additionally, training materials for the spring 2013 administration are being shipped to the attention of the Test Supervisor.

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**Important:** All staff should view the webcast and thoroughly review the training materials. Newly appointed staff are expected to attend one Q&A session. Previously trained staff are encouraged, but not required, to participate in a Q&A session. The webcast should be viewed prior to participating in a Q&A session.

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**What Does the Webcast Cover:** The webcast provides detailed instructions for all steps of test administration such as:

- Planning and preparing for testing
- Identification and training of room supervisors and proctors
- Receipt and check-in of secure test materials
- Administering the test
- Procedures for return of all materials

Tips for a successful test administration The webcast also highlights what's new for the year, including procedural changes, the testing cycle schedule, critical issues, and common pitfalls.

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**Pre-recorded Webcast URL:** Go to the URL below to view the Test Administration webcast. You do not need to register for it.

<http://www.act.org/aap/montana/trained.html>

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**Question and Answer Session:** See the chart below for dates and times of available sessions. To participate in the Q&A session you must register. The registration window is now open for all sessions and closes 48 hours prior to the individual session. Early registration is advised as space is limited. Each session is tentatively scheduled for one hour, or until all questions are answered.

Date	Start Time	URL to Register
Wednesday, January 23	8:00 Mountain Time	<a href="https://act.ilinc.com/register/zshzxwf">https://act.ilinc.com/register/zshzxwf</a>
Thursday, February 7	1:30 Mountain Time	<a href="https://act.ilinc.com/register/yhckwt">https://act.ilinc.com/register/yhckwt</a>

If a Q&A session is full, you will have the opportunity to select another session. An email confirmation will be sent to you upon successful registration. This email will contain the URL link to join the Q&A session as well as the call in number to be able to hear and ask questions during the Q&A session.

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**Additional Information**

If you have questions, you may:

- See a list of FAQs at <http://www.act.org/aap/statetesting.html>
- Contact us electronically via the Contact Us web page at <http://www.act.org/aap/state/contact.html>
- Call us at 800/553-6244, ext. 2800 with standard time questions
- Call us at 800/553-6244, ext. 1788 with accommodations questions, or email specific questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)